

**SAMPLE DEMAND LETTER**  
**To be sent Certified Mail**

Your Name  
Your Address

Date

Name of Check Writer  
Address

Dear \_\_\_\_\_:

Check number (s) \_\_\_\_\_ dated: \_\_\_\_\_ have been  
returned by the bank marked

- ☐ NSF Non-Sufficient Funds
- ☐ Account Closed
- ☐ Other \_\_\_\_\_

Please remit payment in cash, cashier's check or money order in the amount of \$ \_\_\_\_\_  
which includes a return check fee of \$ \_\_\_\_\_. Please remit within ten (10) days of this  
letter.

If full payment is not received by (insert date ten (10) days from date of your letter), the  
matter will be submitted to the District Attorney for prosecution.

Please mail or bring payment in full to: (your address). **Please do not mail cash.**

Thank you for your prompt attention to this matter.

Sincerely,

Your Name